

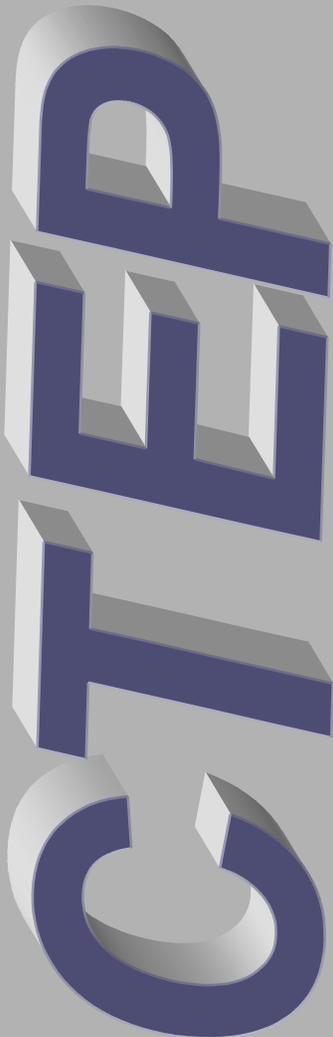
**For MDT Use Only**  
*Do Not Write In This Box*

**Date Program Received by MDT:**

**Local Agency Number** \_\_\_\_\_

**Financial District Number** 1 2 3 4 5

**Approval Date** \_\_\_\_\_



# CTEP Project Application

January 2005

## ***If you need information***

This is the official application for submitting your Community Transportation Enhancement Program (CTEP) project to MDT. Every effort was made to explain the important details of each item, but there may be items that need further clarification. If you don't clearly understand an item on this application, or if you need assistance filling it out, please call the MDT Engineering Division / CTEP Section at (406) 444-9209 or 444-4221.

While the information in this application is primarily intended for the Local CTEP Administrator preparing the project application, we strongly suggest the local government commissioners or council members read it closely as well—there are numerous issues discussed which affect decision-making at the local level. Note also that the local government elected officials **must** sign and date the completed application before it's submitted to MDT.

## **After completing this form, mail to:**

Montana Department of Transportation  
Engineering Division / Consultant Design Bureau  
Attention: CTEP Section Supervisor  
PO Box 201001  
Helena MT 59620-1001

**For additional copies of this form, please call (406) 444-9209, or visit the CTEP website at: ([www.mdt.state.mt.us/ctep/](http://www.mdt.state.mt.us/ctep/))**

*Community Transportation Enhancement Program*

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**1. Local Government Sponsor**

The sponsor is that city or county whose CTEP funds will be used to pay for all or part of the project. Local governments may (and are encouraged to) pool their funds on one or more projects. If funds are pooled, then all CTEP-participating local governments must be listed. For example, Miles City might be Sponsor #1, Custer County might be Sponsor #2, and Garfield County might be Sponsor #3. The address and telephone number should be that of each respective Commission office.

**Sponsor #1:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ MT Zip code: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Sponsor #3:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ MT Zip code: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Sponsor #2:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ MT Zip code: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Sponsor #4:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ MT Zip code: \_\_\_\_\_

Telephone: \_\_\_\_\_

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**2. Project Contact (Local CTEP Administrator)**

The Local CTEP Administrator (LCA) is that individual designated previously by the local government. The following information is for verifying the address and phone for the LCA only. This is the person with whom MDT personnel will be coordinating the project.

Name of LCA: \_\_\_\_\_

LCA Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ MT Zip code: \_\_\_\_\_

Telephone: (406) \_\_\_\_\_ Ext.: \_\_\_\_\_

FAX: (406) \_\_\_\_\_

E-mail address: \_\_\_\_\_

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**3. Project Name**

Once your proposal has been reviewed, MDT staff will assign an official name and number to your project. You will be informed of this information, and it should be used in all subsequent correspondence.

For MDT Use Only  
*Do Not Write In This Space*

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**4. Which type of transportation enhancement activity best describes your project? Check one.**

In order to qualify for CTEP funds, your project must fall into one of the twelve categories listed below. If you have questions as to whether or not your project is eligible, please contact MDT. (Phone number is listed on the front page.)

- |  |  |
|--|--|
| <input type="checkbox"/> Pedestrian and bicycle facilities   | <input type="checkbox"/> Historic preservation   |
| <input type="checkbox"/> Acquisition of scenic easements and historic or scenic sites  | <input type="checkbox"/> Archaeological planning and research  |
| <input type="checkbox"/> Scenic or historic highway programs including provisions of tourist and welcome center facilities                 | <input type="checkbox"/> Mitigation of water pollution due to highway runoff or reduce vehicle-caused wild-life mortality while maintaining habitat connectivity |
| <input type="checkbox"/> Landscaping and other scenic beautification   | <input type="checkbox"/> Preservation of abandoned railway corridors (including the conversion and use for bicycle or pedestrian trails)                         |
| <input type="checkbox"/> Rehabilitation and operation of historic transportation buildings, structures or facilities (including railroads) | <input type="checkbox"/> Control and removal of outdoor advertising  |
| <input type="checkbox"/> Establishment of transportation museums   | <input type="checkbox"/> Provisions of safety and educational activities for pedestrians and bicyclists  |

**Please note**

The following do not qualify for CTEP funding: Salaries for staff and/or private individuals to prepare proposals or conduct administrative activities; all activities related to project maintenance.

**Historic Criteria**

For the purpose of determining CTEP eligibility, "historic" means a property, building, or facility that is either on, or eligible for, the National Register of Historic Places or is determined by the State Historic Preservation Officer to be a strong candidate for nomination and acceptance to the Register.

**Pedestrian and Bicycle Facilities**

This category includes public pedestrian and bicycle routes, pathways, walkways, etc. It includes construction of new or replacement of old sidewalks on publicly owned property or easements. They may be for bicycle and/or pedestrian use. These facilities should be primarily for general transportation from one point to another and not for recreational purposes. Other eligible uses of this category include bicycle racks, benches for pedestrian or bicyclist use, and other bicyclist or pedestrian related amenities. Construction of restrooms may be eligible within this category under very limited circumstances. Check with MDT personnel before submitting your project proposal for a determination of eligibility regarding restrooms.

**Acquisition of Scenic Easements and Scenic or Historic Sites**

Projects in this category might include the acquisition of property (into public ownership) for vehicle pullouts at a scenic location or the purchase of a scenic or historic site that would be available for the use and enjoyment of the general public.

**Scenic or Historic Highway Programs**

Projects under this category might include informational signing along the Lewis and Clark trail on a public road or highway or the preparation of informational pamphlets regarding, for example, the Bozeman Trail. Provisions of tourist and information centers was added under TEA-21.

**Rehabilitation and Operation of Historic Transportation Sites**

After meeting the "historic" criteria above, typical projects would include the restoration or preservation of publicly owned railroad depots, locomotives, antique automobile museums and displays, etc. "Operation" means only restoring a building or facility to operational standards. These facilities must be opened to the public and in public ownership.

**Landscaping and Other Scenic Beautification**

Projects under this category include landscaping or other beautification methods (such as period lighting, sprinkler systems). They must be intended to make the environment on public right-of-way and within the view shed of a major roadway or pedestrian/bicycle path more aesthetically pleasing to transportation facility users.

**Historic Preservation**

Projects under this category would involve anything of a "historic" nature as defined above, as long as it could be shown it is related to the transportation system by function, proximity, or impact.

**Archaeological Planning and Research**

Projects in this category would include archaeological studies and related documentation of areas or issues that have a direct relationship to the transportation system such as the Lewis and Clark Trail,

the Bozeman Trail, an old stagecoach road, etc.

**Mitigation of Water Pollution Due to Highway Runoff**

Projects under this category would include mitigating any pollution that can be attributed to runoff from the roadway itself. Mitigation of storm water runoff problems, if it is not a pollution problem, is not eligible for CTEP funding. Provisions to reduce vehicle caused wild-life mortality while maintaining habitat connectivity was added under TEA-21.

**Preservation of Abandoned Railway Corridors (including the conversion and use for pedestrian or bicycle trails)**

Projects under this category might involve the acquisition of railway corridors (or easements thereon) for public use by bicyclists and pedestrians. Informational signing about the current usage or the historical aspects would also be eligible.

**Control and Removal of Outdoor Advertising**

Projects under this category would include the removal of non-conforming signs as defined under applicable state and federal legislation.

**Establishment of Transportation Museums**

Establishment of transportation museums (cars, railroad, steamship) was added under TEA-21.

**Provision of safety and educational activities for pedestrian and bicyclist**

Provision of safety and educational activities for pedestrians and bicyclist was added under TEA-21.

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**5. What relationship does your project have to the community's transportation system?**

In order to be eligible for CTEP funding, each project must have a direct relationship to at least one element of the transportation system—highways and roads, railroads, airports, and bicycle or pedestrian facilities.

**Check one (or more, if appropriate).**

**Function (has a functional relationship to the transportation system)**

The project must serve as a functional component of the transportation system such as a bicycle or pedestrian path, bicycle rack or pedestrian bench, etc.

**Proximity (is adjacent to or in near proximity to transportation route eligible for NHS or STP funding)**

The project must be in the immediate vicinity of the transportation system such that, for example, an historic building renovation or landscaping is within the view shed of and can be enjoyed by the traveling public.

Removal of outdoor advertising is also eligible in this category.

**Impact (impacts the transportation system)**

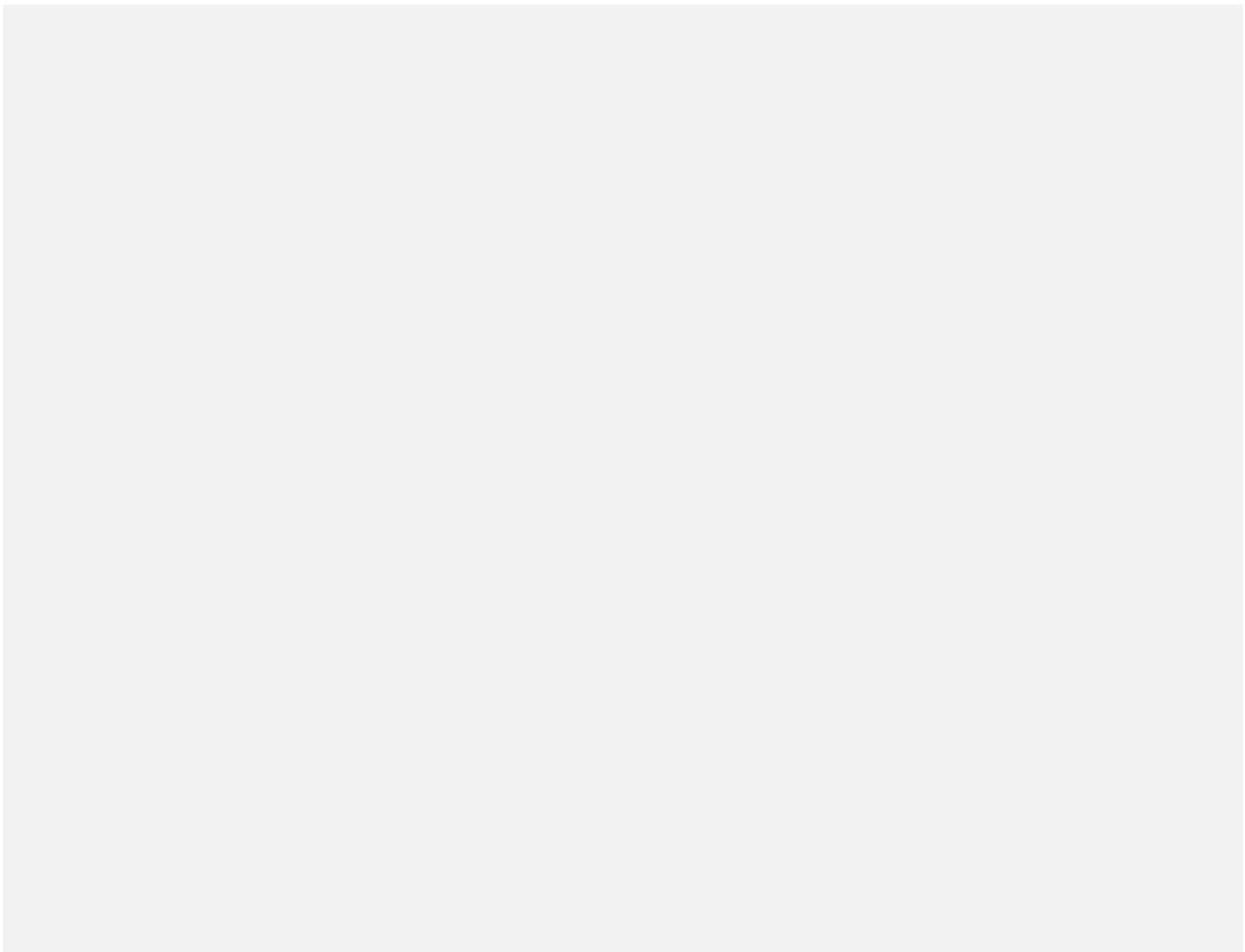
The project must impact the transportation system such as resurfacing a deteriorated bicycle path. (Note: Resurfacing or construction of roadways used primarily for vehicular use is not eligible for CTEP funding.)

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**6. Describe below in detail how your project relates to each of the boxes checked in sections four and five and how the items in those sections relate to each other.**

Your project **must** have a direct link to the transportation system. The stronger this link is, the better the chance the project will be eligible.

*(Attach additional sheet if necessary)*



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**7. Describe below the public involvement process used in selecting this project for CTEP funding.**

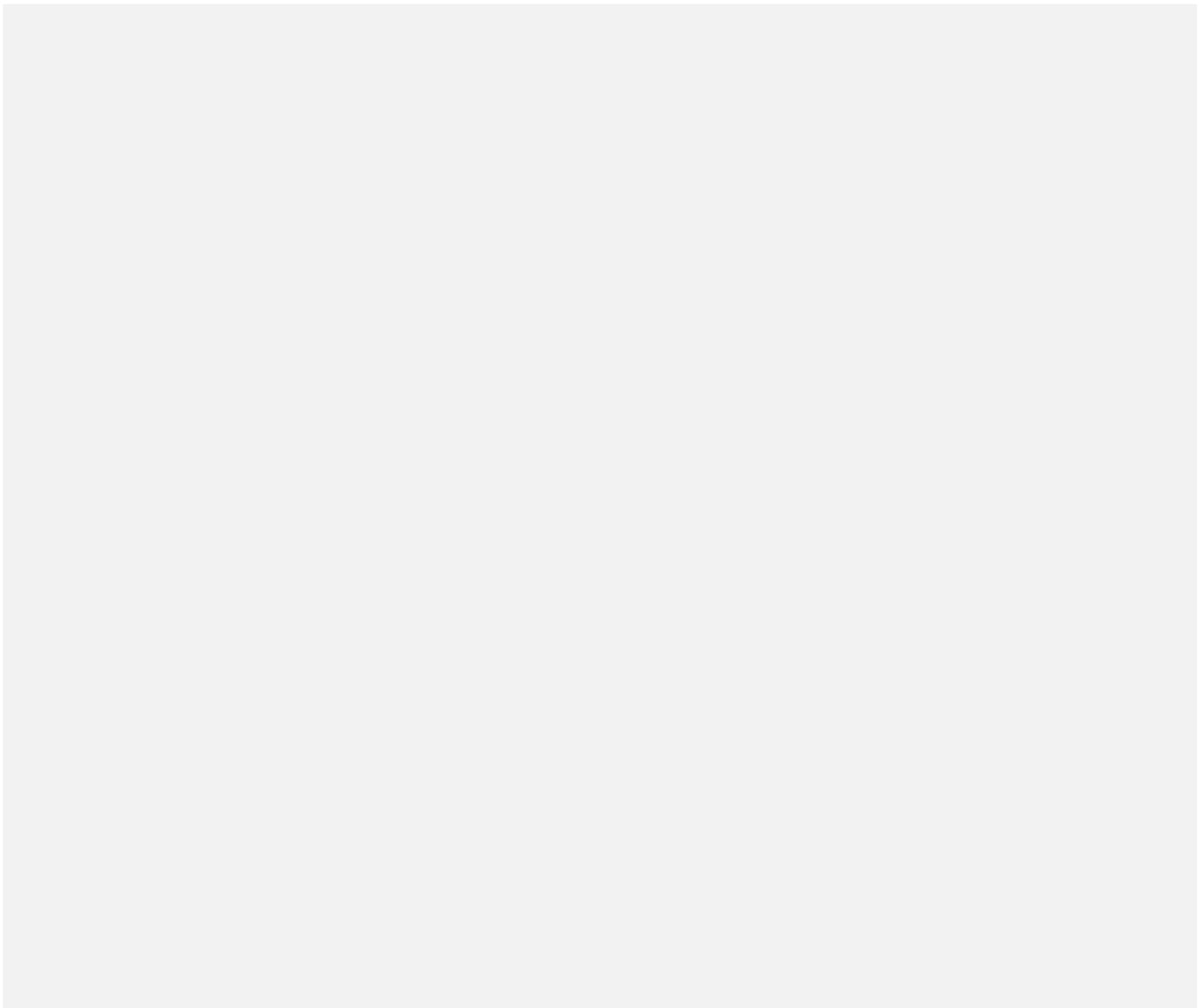
Public participation is an essential element in the selection of projects for CTEP funding. Therefore, as a local entity, you will want to include all the groups within your jurisdiction as you solicit, select and prioritize your nominated project(s). Use your discretion in the type of process you desire to generate public involvement. However, you must demonstrate the manner in which you made a “good-faith” effort to involve groups, including the general public, in that process. Additionally, if any of the following groups are members of your jurisdiction, you **must** include them. These groups are minority groups, Indian reservations, other cities or communities within your jurisdiction or special interest groups.

Examples of “good faith” public involvement include: Media advertisements notifying the public of the CTEP program and where they can attend public CTEP meetings to get additional information; special written invitations for CTEP involvement (especially to minority groups); informational posters; or personal contacts with special interest groups, individuals, minority groups, etc.

The key is to provide everyone in your jurisdiction the opportunity to be involved in the project nomination, selection, and prioritization process. You must be able to document your efforts.

**You must provide evidence of the public participation process used to select this project**

*(Attach supporting documentation such as notices of sponsoring agency’s public meetings, the agenda for any public meeting, copies of media notices, etc. do not include petitions from groups.)*



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**8. Describe the type(s) of work that will be involved in this project.**

Describe the total project to include work financed with other funds (local, CDBG, other grants, etc.) and CTEP funds. All work and related funding sources need to be identified for this project. Types of work may include (but are not limited to):

- **Design engineering**
- **Environmental/cultural/historical reviews and clearances**
- **Right-of-way deed or easement donations (if needed as match) or purchases**
- **Construction**
- **Construction engineering & contract administration**

When describing the construction activities of your project you **must** be as precise and all encompassing as possible about the project. You must include the following in your description:

- **Fully describe the type of work to be undertaken (provide a detailed description of the project)**
- **Surface area involved in project (length/width of bike/ped facility, acreage involved in landscaping project, etc.)**
- **Amenities included in the project (type and number of trees, bushes, benches, bicycle racks, etc.)**
- **Types of materials to be used (asphalt, concrete, sod, landscaping bark, wood for benches, etc.)**
- **Any other details pertinent to the project**

If funding types other than CTEP will be used in this project, clearly describe what will be funded with each type of funding. Please include information regarding the types of material to be used, the quantities, the length and/or width of the project. The more specific your description the better.

*(Attach additional sheet if necessary)*

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**8a. Describe, if applicable, how the project will comply with the Americans with Disabilities Act.**

*(Attach additional sheet if necessary)*

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**9. Will any right-of-way by deed or easement need to be acquired for this project?**

All properties on which a CTEP-funded project will lie must be in public ownership or under a public lease.

Check the appropriate box.

- Yes
- No
- Unknown

If yes, list those properties that will need to be brought into public ownership by deed or easement below. List the current owner.

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**10. How will right-of-way by deed or easement be acquired?**

If a local government acquires any right-of-way by deed or easement before receiving written authorization from MDT to do so, that purchase will be ineligible for CTEP matching purposes or CTEP fund reimbursement. Federal right-of-way acquisition procedures must be adhered to or the project may be ineligible for any CTEP funds. This applies even if funds other than CTEP funds are used in acquiring the property.

- Not applicable to this project
- Purchased with private funds and placed in public ownership
- Purchased with local government funds and placed in public ownership
- Purchased with CTEP funds and local match and placed in public ownership
- Donated to local government by private entity
- Donated to local government by another governmental agency
- Unknown at this time
- Other (specify) \_\_\_\_\_

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**11. Who will conduct the acquisition of right-of-way?**

Check the appropriate box.

- Not applicable to this project
- Local government with CTEP funds (specify who) \_\_\_\_\_
- Local government with local funds
- MTD may, at its discretion, acquire right of way *only if* the CTEP project will be included in a planned MDT highway project. Your CTEP funds will be used for all MDT acquisition activities as well as for the property itself.
- Unknown at this time

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**12. How do you intend to use the value of the right-of-way donated by private entities or purchased with local funds?**

Check the appropriate box.

- Not applicable to this project
- Toward meeting the federal matching requirements for the construction phase
- Only to reduce the overall cost of the project. No CTEP funds will be used for rights-of-way or easement acquisitions.

Please Note: Verification of value by appraisals will be necessary.

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**13. Attach a community map and a sketch design plan of the proposed project which shows the general location of this project and, if practical, where the individual project amenities (if any) will be located within the project site.**

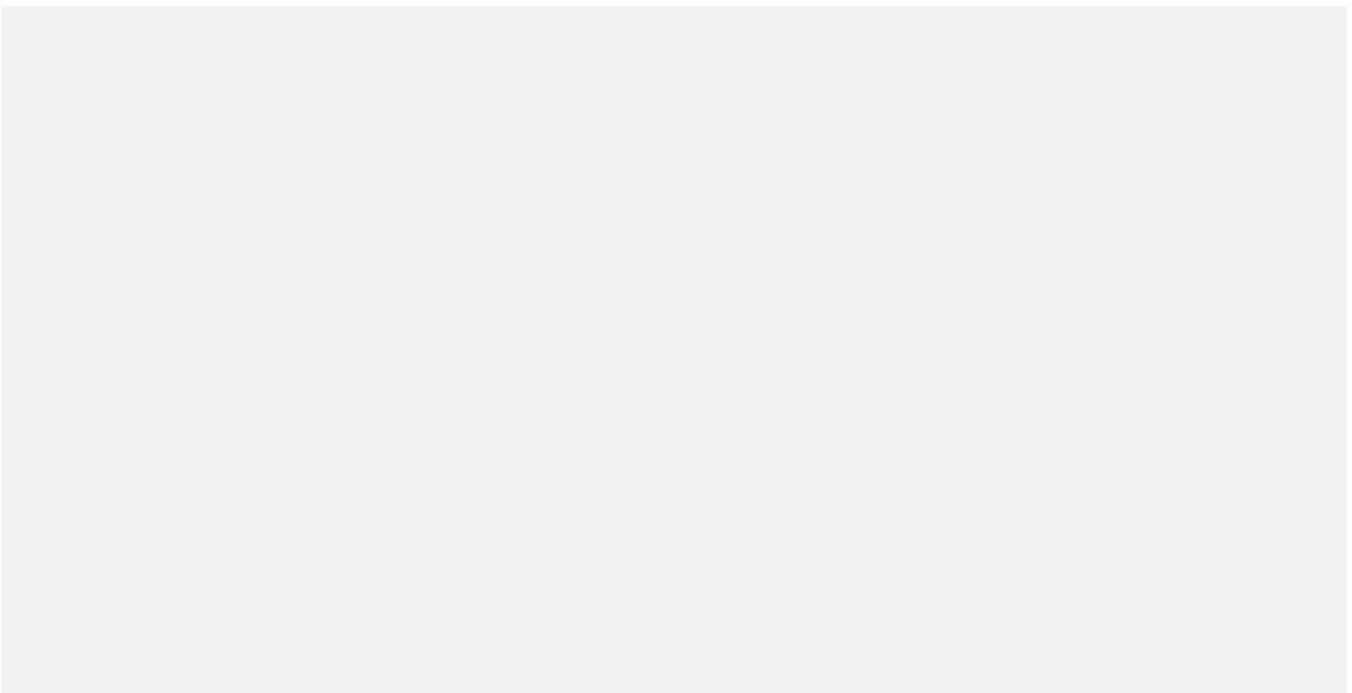
A sketch design plan should show the general location of the project in your community, such as a map of the city or county showing the location of the project. On another attachment, show the location of items that are part of the whole project you want to be funded with CTEP funds—benches for pedestrian or bicyclists, flower pots, gardens, trees, floor plans in historical buildings, lot layouts, pedestrian bridges, etc. These are not expected to be detailed construction plans and will not be considered as such—however, the more detail you provide, the easier it will be to move your project forward.

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**14. Describe any potential social, economic, or environmental effects you are aware of (both positive and negative) which may result from this project.**

The purpose of this section is to prompt discussion about the impacts this project will have on your community. Your description in this proposal is not intended to satisfy the related federal reporting requirements. Negative impacts can be very expensive or nearly impossible to mitigate. You should consider the impacts on such things as wetlands, parklands, wildlife, threatened or endangered species, water quality, air quality, historical or archaeological sites, hazardous waste sites, etc.

*(Attach additional sheets if necessary)*



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**15. If the Department of Transportation is developing another project in the vicinity, do you want your project to be considered for incorporation in MDT project?**

Incorporating your CTEP project with a planned highway project may have some advantages such as reduced design, materials, and construction costs. A disadvantage might be that the planned highway project may not be ready for construction for several years. The decision on whether or not to include a CTEP project with a highway project will be at the sole discretion of the MDT Engineering Division.

*Check the appropriate box.*

- No  
 Yes  
 Yes, but only if the project will be constructed within a certain period of time (specify) \_\_\_\_\_

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**16. Does the sponsoring local government agency have experience or expertise in the following areas of the federal-aid highways program?**

Local governments will be responsible for all phases of project development and implementation. **Before** undertaking any activities for which you expect CTEP funding participation, you **must** obtain prior written authorization from MDT.

*Check the appropriate boxes.*

Yes No

- Preliminary Engineering**—e.g., design, historical/cultural/environmental reviews, etc.  
  **R/W or Easement Acquisition**—must conform to the “Uniform Relocation Assistance and Real Property Acquisition Act” as amended  
  **Contract Letting**  
  **Construction**  
  **Construction Engineering**—e.g., project staking, construction oversight and inspection, and contract administration

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**17. If you answered “no” to any item in #16, explain in detail how you intend to accomplish those activities.**

**18. Who do you want to conduct each of the following activities?**

Check the appropriate boxes.

	MDT*	Local Government		Contractor	****	Private Party (Donated)	Not Applicable
		Personnel			Consultant		
Preliminary Engineering	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R/W or Easement Acquisition	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contract Letting **	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Construction ***			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Construction Engineering	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* MDT will only conduct these activities if your CTEP project is included as part of a planned MDT highway project. The local government may still be responsible for some of these activities.

\*\* Contract letting is not necessary if the city or county on a force account or lump sum basis will do work.

\*\*\* City, county or tribal governments may undertake construction activities with their own forces only if the total project cost totals \$25,000 or less. Contact MDT for information.

\*\*\*\* MDT consultant selection procedures must be followed if CTEP funds will be used for these services or if you pay for these services with local funds and use its value to meet the matching requirements.

**19. How will each of the following work phases be paid for?**

Check the appropriate boxes.

Donated services can't be used to meet the match requirement, but can serve to reduce the overall cost of the project, thus requiring less CTEP funding and local match for the remainder of the project.

Phase	Not Applicable	CTEP		Other Funds (Specify by whom)	Donated Services (Specify by whom)	Donated R/W or Easement (Specify From Whom)	
		Not Applicable	Funds & Local Match				
Preliminary Engineering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R/W or Easement Acquisition (labor and administrative costs only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R/W or Easement Acquisition (property or easement value)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contract Letting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction Engineering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**20. If two or more local governments pool CTEP funds for this project, to what extent will each participate?**

Express this in terms of federal CTEP percentage only; do not include the local match. Use percentage amounts, as actual dollar costs will likely differ to varying degrees from the original estimate.

	Local Government # 1	Local Government #2	Local Government #3
List local government name	_____	_____	_____
Preliminary Engineering	_____%	_____%	_____%
R/W or Easement Acquisition	_____%	_____%	_____%
Construction Engineering	_____%	_____%	_____%
Construction	_____%	_____%	_____%
<b>Total</b>	_____%	_____%	_____%

**21. Project Total Estimated Cost (all work not just CTEP funded).**

Show the total estimated project costs by FHWA federal-aid program phase (account). If there is no cost in a particular account, indicate a zero amount. If unknown, indicate as "unknown."

The minimum local match amount is calculated as a percentage of the total cost of each account.

<u>Location or Type</u>	<u>% match (minimum)</u>
All projects	13.42%(May vary from year to year)

The matching requirements can only be met with cash, right-of-way that will be donated or approved Local Government time, material or equipment (force account work). Remember public property donations and some federal funds cannot be used to match CTEP funds. Each project (including the CTEP funds and local match) should total at least \$10,000 for all phases.

Project Phase	Total Project Cost	CTEP Funds 86.58%	Local Funds 13.42%	Additional Local Funds
Preliminary Engineering	\$	\$	\$	\$
Incidental Construction	\$	\$	\$	\$
Right-of-way	\$	\$	\$	\$
Construction	\$	\$	\$	\$
Construction Engineering	\$	\$	\$	\$
Other	\$	\$	\$	\$
<b>Total Cost</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

*\* Note: If more detailed project specifications and estimates are available, please attach them.*

**22. Who will maintain this project?**

- City (specify) \_\_\_\_\_
- County (specify) \_\_\_\_\_
- Tribal (specify) \_\_\_\_\_

**Please Note:** 1) MDT will not be responsible for maintaining your project. The local government is responsible for assuring that the project is maintained in a safe and serviceable condition. However, the city, county or tribe may enter into an agreement with another entity to maintain the project.

2) That CTEP funds are not available for ongoing maintenance activities such as snow removal, turf mowing, fertilizing, etc.

**23. Indicate the priority number for this project.**

Each sponsoring government must indicate a priority number for each CTEP project. This will allow MDT to set up funding for your projects in their order of priority. If this project is funded by more than one community, the priority number should be the same in both communities to the extent possible.

Local Public Agency Name	CTEP Priority #
_____	---
_____	---
_____	---
_____	---
_____	---

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**24. We, the undersigned Local Government Officials:**

A majority of the local government elected officials from the sponsoring local government(s) must sign this page in the appropriate spaces provided.

- hereby submit this project to the Montana Department of Transportation for approval of the project concept.
- hereby assure MDT that the required match will be available for all CTEP funded phases of this project at a time and through a process mutually agreed to by both MDT and the local government(s).
- hereby assure MDT that the local government(s) will maintain (or cause to be maintained) this project in a safe and serviceable condition and that the MDT will not be responsible for maintenance of this project.
- hereby assure that all minority groups, as well as the general public within the appropriate jurisdiction have been provided adequate opportunity to participate in the process of identifying and selecting this project for CTEP funding.
- understand the project costs in this proposal are preliminary estimates only and that actual final costs may be more than or less than those reflected herein. We understand any variance in CTEP funded final project costs will also affect the amount of the required local match, if any, and we are prepared to accommodate any additional CTEP and local matching fund requirements.
- understand the CTEP program is not a grant program, and CTEP funds are administered by MDT.
- understand CTEP payments will be made by MDT on a work progress basis; i.e. no payments will be made for any work until it has been completed and proper documentation submitted to MDT.
- understand because this is a federal-aid project, it must conform to all federal and state laws and regulations pertaining to procedures for design, the National Environmental Policy Act (NEPA), Americans with Disabilities Act (ADA), consultant selection, rights-of-way, contract letting, and construction standards, including the proper and applicable payment of federal-aid prevailing wage rates, Disadvantaged Business Enterprise (DBE) regulations and Equal Employment Opportunity (EEO) contract compliance. We understand failure to meet these requirements may, by law or policy, render this project ineligible for CTEP funding.
- understand the information contained herein indicates the general concepts of the projects and does not constitute in any way a final plan for the project implementation.
- understand there will be necessary agreements between MDT and the local government(s) to complete certain activities and the local government(s) may not proceed with any activity to be funded with CTEP funds prior to written MDT approval.
- understand the local government is responsible for completing all phases of project development and implementation (except in some cases where CTEP projects may be included with a planned MDT highway project).

Dated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

**Local Government Elected Official's Signatures:**

\_\_\_\_\_  
Name and title City/County

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The Department of Transportation attempts to provide reasonable accommodations for any know disability that may interfere with a person participating in any service, program or activity of the department. Alternative accessible formats of this document will be provided upon request. For further information call (406) 444-9209 or TTY (406) 444-7696.



**After completing this application, mail to:**  
Montana Department Of Transportation  
Engineering Division / Consultant Design Bureau  
Attention: CTEP Section Supervisor  
PO Box 201001  
Helena MT 59620-1001

# ***CTEP***